

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Announcement Number: USCA-10-05

Position Title: STAFF ATTORNEY

Salary Range: \$59,877 - \$136,782 (CL 28- CL 30) depending on qualifications.

Position Location: WASHINGTON, D.C.

Opening Date: July 19, 2010

Closing Date: August 20, 2010

POSITION SUMMARY: The Legal Division of the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, has an opening for a highly qualified, experienced attorney to serve as a staff attorney to the full court. The position is available starting in October 2010.

RESPONSIBILITIES: The Legal Division's principal responsibility is to recommend to the court the disposition of substantive and procedural motions, appeals decided without oral argument, and emergency matters. Staff attorneys conduct legal research, prepare legal memoranda, draft proposed opinions, and make oral presentations. Staff attorneys work closely and frequently with the judges and meet with three-judge panels in formal conferences twice a month to present their recommendations. Staff attorneys also present their recommendations orally to the judges in chambers when handling time-sensitive emergency motions.

QUALIFICATIONS: The caseload of the D.C. Circuit involves virtually every area of federal law, and is unique in the number of cases filed against the executive branch. Because staff attorneys must be able to advise the judges on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for individuals who have the ability to analyze complex legal issues quickly and to express themselves clearly, both orally and in writing.

At a minimum, applicants must possess a J.D. degree, be a member of the bar of a state or the District of Columbia, **and have at least one year of relevant experience after graduation from law school.**

A judicial clerkship, law review membership, or comparable legal research and writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of law school class is preferred.

Positions are two-year terms with limited extensions available. Positions are full-time.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, staff attorneys are subject to strict confidentiality requirements.

In addition, your continued employment is contingent upon the satisfactory completion of both a background records check and a full background investigation for a security clearance.

Applicants must be United States citizens or eligible to work for the United States government.

BENEFITS: The Court offers a number of exceptional benefits to its employees. The E. Barrett Prettyman Courthouse in Washington, DC has an on-site fitness center, health unit, credit union, and cafeteria. Located next to the Capitol, the Courthouse is accessible by public transportation including Metro and the MARC and VRE commuter trains. As a Court employee, you may be eligible to participate in the following benefits programs:

Health Insurance - The Federal Employees Health Benefits Program (FEHB) offers over 100 optional plans. FEHB offers Fee-For-Service, Health Maintenance Organization, and Health Savings Account plans to meet individual health needs. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program offers basic life insurance plus three types of optional insurance. For additional information visit: <http://www.opm.gov/insure/life/index.asp>

Retirement Program - Court employees are covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). Almost all new employees are automatically covered by FERS which is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and the Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

Thrift Savings Plan - The Thrift Savings Plan is a retirement savings and investment plan for Federal employees, similar to the 401(k) plans many private corporations offer their employees. For additional information visit: <http://www.tsp.gov>

Dental and Vision Insurance - The Federal Employees Dental and Vision Insurance Program offers supplemental dental and vision benefits available to Federal employees and eligible family members. For additional information visit: <http://www.benefeds.com>

Judiciary Long-Term Care Insurance Program - The Judiciary's Long-Term Care Program administered by CNA provides long term care insurance for Judiciary employees and their parents, parents-in-law, stepparents, spouses, and adult children.

Leave - The Federal leave program offers exceptional time off benefits, including annual leave, sick leave, a leave sharing program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year.

Flexible Spending Accounts - The Judiciary's Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

Transit Benefit Program – The Transit Benefit Program allows eligible employees to defray commuting costs by providing a tax-free transit benefit for employees who use qualifying public transportation. The Court's proximity to several Metro line stops and Union Station makes this an excellent commuting location.

Telework – The Court's Telework Policy allows some employees to work from home on a recurring or situational basis.

TO APPLY: Send cover letter, resume, law school transcript, and **self-edited** writing sample to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-10-05

Interviews will begin immediately. Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.

Selected applicants will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.
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